

Meeting called to order at 7:08 p.m., G. Wayne Miller presiding.

Present: G.W. Miller, A. Chuman, P. Lambert, M. Ruggieri, W. Lees, S. Mundy (recording)

I. Minutes of the 12 August 04 meeting were accepted as presented.

II. Reports

A. Treasurer's Report

August, September, & October Expense Reports were distributed. All is in order. Mundy noted that questions from the public regarding source of funds for Bond Campaign materials resulted in a report outlining expenses incurred and sources of funds (see attached).

B. Director's Report (attached)

In her report on finances, Mundy also noted that no Grant-in-Aid funds had been received as yet. Because of added expenses from the Bond Campaign, she anticipates that the cash savings balance could fall as low as \$13,000 before the next quarter appropriation is received in January.

Noting that the largest CD matures February 15 (\$26,000 +), Mundy suggested that \$6000 could be withdrawn at maturity to offset Bond Campaign expenses and serve as a line item for future capital expenses.

C. Assistant Director's Report (attached)

D. Library Council – No report

E. Interim Building Committee – No formal report

Miller noted that mail ballots had been posted and the final library bond vote was 57% approval, a slight gain over machine numbers.

The next step should be for the Town Council to appoint a formal Building Committee. Wally Lees is to look into this.

F. Friends of the Library – No report

III. Old Business

A. Trustee Eligibility

As both Charter question were approved, no Town Council or School Committee members may serve on the Trustees Board. Mundy was asked to verify with the Town Clerk the effective date of these provisions.

Lambert, newly elected to the School Committee, noted that he would submit his resignation under protest and would not serve as a non-voting member

Ruggieri announced that she will have to resign from the Board this month because she is moving out of state.

A brief discussion of potential candidates for the three Board vacancies ensued. Library staff was asked to sound out several possibilities and ask them to submit an application to the town.

The Town Clerk should be asked to advertise the vacancies. Mundy was authorized to submit a letter (with copy to Trustees) to the Screening Subcommittee indicating which candidates had our recommendation.

The library will also post a notice and include vacancy information in its newsletter and web site.

B. Personnel Policy Changes

Szymanski, as personnel officer, distributed proposed changes to personnel policy (attached). Changes include wording to clarify

eligibility for health coverage (page 2), clarification of 20-hour and over part time employee vacation time to reflect library's 35-hour work week, and addition of wording limiting acceptable amount of unpaid vacation for part-time employees and setting limits on vacation time accrual for all employees (page 6).

Wording was added to the sick Leave section to allow for "other situations." This was in reaction to an inquiry by another CLAN library about policies in the case of voluntary medical donor (e.g., bone marrow or kidney donation) leaves.

Lees motioned; Lambert seconded: changes to the Personnel Policy were unanimously accepted as proposed.

C. Changes to By-Laws and Constitution

Mundy presented proposed rewording of Article III, Section I: Membership to read "5 trustees are appointed by the Town Council." Also added was a provision to retain President of the Town Council or his designee as advisory member of the Board of Trustees.

Noting requirements of the State Open Meeting laws for a schedule of meetings to be posted at the start of each calendar year, Mundy suggested that the Board should specify a standard schedule for the required quarterly meetings in months specified. After discussion, the first Thursday of the months April, July, October, and December was agreed upon. Additional meeting can still be called under Section 2 provisions.

The final wording of the proposed By-Laws and constitution changes is to be voted upon at the next meeting.

IV. New Business

A. Preliminary Discussion of 2005-06 Budget

General discussion of next budget request ensued. Szymanski noted that she would like to increase the part-time (24-hour) Circ III position to full time. The need to continue building the rate for the Technology position was also stressed. Lees indicated that the Town COLA figure would probably be around 2.7%.

No budget submission date has been received as yet. Normally budgets are due in late December or early January.

V. Set Next Meeting

Thursday, 9 December 2004, at 7:00 was set for the next meeting to consider the 2005-2006 budget proposal and to vote on By-Law revisions.

VI. Adjournment

Lees motioned to adjourn; Ruggeiri seconded. Meeting was unanimously adjourned at 8:00 p.m.